

*Laws Relating to and Rules
for the Government of*

The Charity Hospital
Of Louisiana
CITY OF NEW ORLEANS

ADOPTED
FEBRUARY, 1915



LAWS RELATING TO AND RULES FOR THE GOVERNMENT OF THE CHARITY HOSPITAL

"The Charity Hospital was founded in 1784 by Don Andres Almonaster Y Roxas. It remained under the patronage and direction of the founder till 1811, when it was formally ceded to the public. By the act of the Legislature accepting the cession, it was placed under the direction of a Council of Administrators, nine in number, of whom the Governor was to appoint six and the City Council three."

Act No. 145 of 1890.

AN ACT.

SECTION 1. That the Governor of the State of Louisiana shall, by and with the consent of the Senate, appoint eight (8) Administrators of the Charity Hospital of New Orleans, who, together with the Governor, shall compose the Board of Administrators.

The said Administrators appointed by the Governor shall hold office for the term of four years and until their successors are qualified. That the members of said Board shall be selected as follows, and the term of office of the first Board appointed under this said act shall be as follows: Two shall be appointed for the term of one year; two shall be appointed for the term of two years; two shall be appointed for the term of three years, and two shall be appointed for the term of four years.

The Governor shall be in perpetuity the President of said Board.

They shall at their first meeting elect a Vice-President, who shall perform the duties of the President in his absence.

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POWERS.

R. S. 389. They shall have full power and authority to manage and administer the Hospital, to repair and improve its property, of whatever nature it may be, to rent and lease the same, and to enter into any kind of contracts (sales of real estate excepted), to accept, in behalf of the Hospital, all donations and legacies, also to sue and implead and to be impleaded, in all affairs and actions whatever, before any of the courts of the State. (Act 155, 1855, 203.)

R. S. 390. They shall have the power to order, establish, alter and put into execution all by-laws and ordinances which they think best suited to the interest and better regulation of the Hospital, if such by-laws and ordinances be not contrary to the laws of this State, to the Constitution of the United States, nor to the police ordinances of the Corporation of New Orleans; and to appoint the several persons they may judge necessary for the service of the Hospital. At each monthly meeting they shall designate two of their own members, whose duty shall be, either jointly or separately, to visit the Hospital at least twice in every week to inspect the service of the same, and to enforce the execution of the regulations, on all which they shall make their report to the Board. (Act 155, 1855, 203.)

VACANCIES, HOW FILLED.

R. S. 393. The Board shall have power to declare the seat of any member vacant who shall absent himself from three successive monthly meetings without leave, and to fill all vacancies that may occur in the Board.

REPORT TO GENERAL ASSEMBLY.

R. S. 394. The Administrators shall, within the first ten days after the annual meeting of the General Assembly, make a report to each branch thereof, which report shall contain a faithful account of the receipts and disbursements of the institution, and a faithful statement of all property,

both real and personal, owned or claimed by the Charity Hospital.

REGISTER OF PATIENTS.

R. S. 395. A register containing the family and Christian names of each and every patient who shall have been admitted into the Hospital, also his last place of residence, if known, the disorder with which he may have been afflicted, the time of his death or discharge, and whether cured or not, shall be kept by the clerk of the establishment, under the superintendence of the Administrators; and it shall be their duty to annex to their annual report to the General Assembly a tableau extracted from this register, exhibiting the nature of the diseases attended to at the hospital during the preceding year, the number of patients admitted, the number of persons dead, cured or gone out of the Hospital for any other cause, the country in which they were born, and the number remaining at the end of the year.

INCOME, HOW APPROPRIATED.

R. S. 396. All money coming to the Hospital shall be exclusively appropriated to the use of the patients, but the Administrators may, from time to time, make such changes in or additions to the Hospital as they may deem expedient, whenever the revenues may permit the same to be done.

Act No. 285.

House Bill No. 580.

By Mr. Manion.

AN ACT

To amend and re-enact Section 406 of the Revised Statutes so as to grant to the "Louisiana Post-Graduate School of Medicine" and the "New Orleans Post-Graduate School of Medicine," and all other reputable and acknowledged practitioners of medicine, rights analogous to those now enjoyed by the Medical Department of the Tulane University of Louisiana, of free access to the Charity Hospital of New Orleans, for the purpose of affording their students practical illustrations of the subjects they teach.

SECTION 1. *Be it enacted by the General Assembly of the State of Louisiana*, That Section 406 of the Revised Statutes of 1870 be amended and re-enacted so as to read as follows: "The Medical Department of the Tulane University of Louisiana and the New Orleans Polyclinic and the Louisiana Post-Graduate School of Medicine and the New Orleans Post-Graduate School of Medicine shall at all times have free access to the Charity Hospital of New Orleans, under such rules and regulations as shall be made by the Board of Administrators, for the purpose of affording their students practical illustration of the subject they teach. Provided that as between the Medical Department of the Tulane University of Louisiana and the New Orleans Polyclinic and the Louisiana Post-Graduate School of Medicine and the New Orleans Post-Graduate School of Medicine, and reputable and acknowledged practitioners of medicine within the State of Louisiana, the Board of Administrators of the Charity Hospital shall so regulate the facilities and advantages afforded to each institution by the Hospital that the advantages and facilities enjoyed by each of said institutions shall be in proportion to the largest number of bona fide students attending said institutions respectively at any one session of the previous year, it being the true intent and meaning of this act, that granting to the Medical Department of the Tulane University and the New Orleans Polyclinic and the Louisiana Post-Graduate School of Medicine and the New Orleans Post-Graduate School of Medicine the statutory right of admission and free access at all times to the Hospital shall be in nowise considered or construed as in any way impairing the supreme and exclusive control of the institution now vested in the Board of Administration or interfere with their unrestricted right to control the same.

SECTION 2. *Be it further enacted, etc.*, That all laws or parts of laws in conflict herewith are hereby repealed.

TREASURER, APPOINTMENT.

R. S. 391. They shall appoint a Treasurer, to be continued at their own will, who, before he enters upon the

functions of his office, shall give a bond and security to the satisfaction of the Board of Administrators.

HIS DUTIES.

R. S. 392. It shall be the duty of the Treasurer to recover all sums due to the Hospital; to keep a correct statement of its property, claims and revenues, and to make all necessary payments authorized by the Board, and not otherwise, and finally to return every year to the Board a minute account of his receipts and expenditures, which, after being carefully examined by a special committee, shall, if found just and correct, be approved by the Board.

RULES OF THE BOARD OF ADMINISTRATORS.

(1) The Vice-President shall be elected at the annual meeting in February, and shall appoint the following committees, and others if at any time it may seem expedient:

Medical, three members.

House, three members.

Finance, three members.

(2) At the same meeting the Board shall elect a Superintendent and Secretary-Treasurer, and such other officers as they deem necessary, who shall hold their offices during the pleasure of the Board.

(3) At the regular monthly meeting the order of business shall be as follows:

1. Roll-call.
2. Reading of Minutes.
3. Vice-President's Report.
4. Superintendent's Report, including that of Pathologist, X-Ray Department, Druggist, Engineer, Carpenter, etc.
5. Treasurer's Report.
6. Report of Finance Committee.
7. Report of House Committee.
8. Report of Medical Committee.
9. Communications.
10. Unfinished Business.

11. New Business.
12. Miscellaneous.
13. Report of Visiting Committees for month.
14. Appointment of Visiting Committees for month.
15. Adjournment.

(4) Special meetings may be called at any time by the Vice-President of the Board.

(5) Notices of the regular monthly meeting shall be mailed by the Secretary-Treasurer not less than three days before said meeting, and he shall enclose in each letter a copy of the financial report of the previous month.

(6) Duties of Committees:

The Finance Committee shall have charge of the finances of the Hospital, and shall allow no purchase of any single article at a cost over \$100 without the knowledge of at least one member of the committee. It shall have charge of the insurance upon the Hospital buildings. It shall meet when called by the chairman of the committee. The chairman, or some member designated by him, shall sign all vouchers. In conjunction with the House Committee, it shall fix the salaries of all non-medical employees.

The House Committee shall have general supervision of the buildings, grounds and other properties owned by the Hospital. It shall inspect all parts of said properties frequently, and, in conjunction with the Finance Committee, make repairs and alterations costing less than \$500; and in event of necessary building or repair exceeding such sum, shall recommend to the Board such repair or new building. It shall also have general supervision of the equipment and furniture of the Hospital.

The Medical Committee shall have general supervision of medical matters in the Hospital. Shall recommend to the Board names of physicians for appointment to the Visiting, House and Interne Staffs, and the positions to which they shall be appointed, and it shall have power to discharge or discipline members of House and Interne Staffs. This committee shall have supervision of the Nursing Department, and all orderlies, etc., directly connected with this

department, and, with the Finance Committee, fix the salaries for the same.

SUPERINTENDENT.

(1) The Superintendent shall be the executive officer of the Board of Administrators, and shall have control of all departments of the Hospital under its direction.

(2) If a graduate of medicine, he shall not practice his profession except in his capacity as Superintendent.

(3) He shall have charge of the admission of patients, their assignment to wards, and shall sign, in person or by one of his assistants, all recommendations for discharge. He shall in the same manner sign all requests for transfers from one ward or service to another.

(4) He shall cause the friends or relatives of patients who become dangerously sick to be notified. In the event of death, he shall notify the relatives and see that bodies are delivered to proper authorities.

(5) He shall have charge of purchasing all supplies, of whatever nature, for the Hospital, but no expenditure of over \$100 for a single article, or of an unusual character may be made without the approval of a member of the Finance Committee.

(6) He shall hire or dismiss all employees of the Hospital not directly appointed by the Board, or he may delegate to heads of departments authority to act for him; but no change in salaries shall be made without his knowledge.

(7) He shall frequently inspect all parts of the Hospitals, have charge of all buildings and grounds, and no new work shall be done without his consent.

(8) He shall report to the Board, at the regular monthly meeting, the number of patients admitted for the previous month, the number discharged and the treatments given in the Out-Patient Department. He shall also report on the work of the Pathological Department, the X-Ray and Drug Departments, and the work done by the Hospital mechanics. Every three months he shall report to the Board the names, date of admission and location of all patients who have been in the Hospital for three months or more.

(9) He shall allow clergymen of any denomination or faith to visit patients in the Hospital, and send, or cause to be sent, messages from a patient to such clergymen. He shall allow members of the Police Department to go to any ward or part of the Hospital in the performance of their official duties.

ASSISTANT SUPERINTENDENTS.

Assistant Superintendents shall be appointed by the Board, and shall assist the Superintendent, and in his absence perform his duties in order of their rank.

They shall reside in the Hospital, and one shall be on duty at all times.

The Second Assistant shall be the Admitting Physician, and, under the direction of the Superintendent, have charge of the admission of patients, their assignment to wards and of transfers from one ward or service to another.

They shall report all matters of importance, and any neglect of duty on the part of any one connected with the Hospital to the Superintendent.

VISITING STAFF.

The Visiting Staff shall be appointed annually by the Board of Administrators. Applications for service on the Visiting Staff shall be made directly to the Board of Administrators. These applications shall be referred to the Advisory Medical Committee hereinafter provided for, whose recommendations shall be considered by the Medical Committee of the Board in making its report to the Board of Administrators for final action. Vacancies caused by resignation, or otherwise, may be filled at any time by the Board as above provided for.

The Staff shall be graded as follows:

- (a) Consultants.
- (b) Chiefs of Services.
- (c) Visiting Physicians and Surgeons, and Associate Specialists.
- (d) Assistant Visiting Physicians and Surgeons.

The Consulting Staff shall consist of physicians or surgeons who have served continuously on the Active Staff for at least fifteen years, and their appointment shall be permanent.

The Active Staff shall consist of the Chiefs of Service, the Visiting, Assistant Visiting Physicians and Surgeons, and Associate Specialists.

The Hospital shall be divided for the professional care of patients into the following departments:

Medicine; Surgery, Gynecology; Orthopaedics; Pediatrics; Dermatology; Genito-Urinary Diseases; Diseases of the Eye; Diseases of the Ear, Nose and Throat; X-Ray and Photography; and Pathology, including Pasteur Department, or such other departments as may be established.

Chiefs of Services shall be responsible for the patients in their wards and clinics, and they may assign patients for operation or other treatment to the members of their staffs.

Chiefs of Services shall so divide the beds assigned to them as to give to their staffs a just amount of operative or medical work.

The Visiting Physicians and Surgeons shall have continuous service through the year, and shall have charge of the wards or beds assigned to them by the Chiefs of Services, and shall assume, under the supervision of their chiefs, the care of such patients as are admitted to their wards or beds.

If the Chief of a Service intends to absent himself from the Hospital for three days or more, he shall notify the Superintendent in writing, designating one of his Visiting Staff to act in his place.

The Assistant Visiting Staff shall be physicians and surgeons to the Out-Patient Clinics, but may assist in the wards under the direction of the Chiefs of Service, or the Visiting Physicians and Surgeons.

Vacations shall be so arranged in the services that there shall be not less than two members on duty at any time, one of whom shall conduct the clinic for the service on the days appointed.

Any member of the staff who is on active duty in the wards or Out-Patient Clinic finding himself unable to make

his visit, or attend to his clinic, shall notify the Superintendent, and provide a substitute from the Hospital Staff for that day.

If unable to attend for a period of one week or more, he shall give notice in writing to the Superintendent, to be presented to the Board of Administrators.

A record shall be kept of the attendance of the Visiting Staff and the cards of this record shall be inspected by the Board at each monthly meeting.

The Visiting Staff shall keep, or cause to be kept by the Internes, full records of the cases and treatment of all patients, in such form as from time to time may be prescribed by the Board. Such records shall not be removed from the Hospital except by permission of the Superintendent, and no extracts from them shall be made, except by members of the Visiting Staff, without his consent.

No fees shall be received by any member of the Hospital Staff for service rendered to patients in the indoor or outdoor departments.

Patients who are able to pay for professional services are not entitled to Hospital relief. All doubtful cases shall be referred to the office of the Superintendent for investigation.

All patients shall be visited daily by the Visiting Staff, who shall give all necessary orders as to the treatment, diet and care of each case, and see that all orders given are carried out by Internes, Nurses or attendants.

They shall report to the Superintendent any neglect or lack of attention on the part of any officers or attendants charged with the care or treatment of the patients.

There shall be an Advisory Medical Committee, consisting of nine members, to be nominated annually from the staff for approval by the Board. At least seven of this committee must be Chiefs of Services. Members of this committee shall be nominated by the staff at a meeting to be held in October of each year.

This committee shall elect from their number a Chairman and Secretary, and thereafter shall hold regular monthly meetings.

They shall nominate for appointment by the Board the following committees, and the number of each to serve one year:

Nursing, three; Dietetics, five; Interne, five; Pharmacy, three; Surgical Supplies, three; whose members may be from any grade of the Visiting Staff. The Superintendent shall be ex-officio member of all committees.

The Advisory Medical Committee shall have general supervision of the medical and surgical work of the Hospital, and transmit in writing to the Chairman of the Medical Committee of the Board any suggestions or criticisms of the service at the Hospital.

The committees from the staff shall have special supervision in the various departments which they are appointed to represent, and shall forward to the Board, through the Advisory Medical Committee, any recommendations which they may wish to present.

OUT-PATIENT CLINIC.

The Out-Patient Clinics shall be under the charge of the chiefs of the respective departments, who shall be responsible for the care of the patients assigned for the treatment as out-patients.

The Assistant Visiting Staff shall be especially assigned to clinic work, but each service may make suitable arrangements within itself as to the time and length of duty.

The hours for the admission of patients shall be daily, from 8:30 to 10:30 a. m., except Sundays, July 4th, Thanksgiving Day, Christmas Day, New Year's Day, Mardi Gras Day.

The staff members on duty shall be in attendance in their departments not later than 9:30 a. m., and if unable to do so, will be expected to arrange for a substitute and notify the Superintendent to that effect.

General anaesthetics shall not be given, or operations of such severity as to confine the patient to bed be done in the clinics, but the patient shall be referred to the house for admission.

Members of staff conducting Out-Patient Clinics shall register their daily attendance, which record shall be presented to the Board of Administrators at their regular monthly meetings.

ADMITTING DEPARTMENT.

Patients applying for treatment at the Hospital shall be referred to the Admitting Room for examination and admission.

Patients applying for clinic-treatment will be examined, and cards of admission given to them in the Out-Patient Clinic Admitting Office.

Accident cases shall be sent direct to the Accident Room. If treatment in the wards is required, the Admitting Physician shall admit the patient as provided by the rule for admission.

Minor accidents will receive a clinic card at the Admitting Room before leaving the Hospital after the first dressing.

The Admitting Physician shall obey the rule under the heading of "Patients" as to the admission of patients.

The Admitting Physician shall sign all admission blanks after verifying the same in all particulars.

Patients who apply at the Hospital, or when recommended from the Out-Patient Clinic, shall be admitted in rotation to the proper service, subject to the following exceptions:

(a) When no bed is available in the regular rotation, the service shall be charged with an admission, and the patient sent to the next service in order.

(b) Any member of the staff may have a patient admitted to his service under the following conditions:

1. If a bed is available.
2. If the patient brings a note signed by the staff member asking for such admission.
3. If the patient is eligible for admission under the rule as to domicile and inability to pay.

(c) Patients from the clinics of the Outdoor Department, with the exception of General Medicine, General Surgery, Obstetrics, and Gynecology, who shall be assigned by rotation. Any patient admitted under these exceptions shall be charged to the service to which the patient is admitted.

PATHOLOGICAL DEPARTMENT.

A Director, a Pathologist and an Assistant Pathologist shall be appointed and their salaries fixed by the Board of Administrators.

The Assistant Pathologist shall reside in the Hospital, and be provided with board and lodging.

The Director shall have full charge of the laboratory work of the Hospital, shall instruct or cause to be instructed all those who are employees of the department in their duties, and, with the Superintendent, make the necessary rules and regulations for the department. In his absence, the Pathologist shall be in charge, and act as Director. The Director shall in all ways assist in the clinical or scientific work of the Hospital, and keep such records as may be required by the Board of Administrators. He shall be responsible for the care of the materials and apparatus in the department, and allow no part of the same to be removed without his written consent, which must be countersigned by the Superintendent. He shall sign all requisitions for materials or supplies and send such to the Superintendent for approval and order. He, or his assistants, shall examine all specimens sent to the department from the various departments of the Hospital, when proper requisitions are presented, and see that reports are promptly returned.

All tissues removed at operation in the operating rooms shall be marked with the name of patient and ward, and placed in proper receptacles, so that they will remain moist, and delivered promptly to the Pathological Department. Tissues to be examined and reported must be requisitioned by the Visiting Staff on blanks prepared for this purpose.

The Pathological Staff shall conduct all necropsies in the Hospital, and report the same for filing with the pa-

tient's history. A proper permit shall be in the department before a necropsy is begun.

There shall be an Interne Staff of such numbers as the Board may deem advisable, who shall reside in the Hospital, and perform such duties as the rules for the Pathological Department may require.

AUTOPSIES.

No necropsy shall be performed until 18 hours after death, unless written permission by the proper relatives or friends is given.

Bodies unclaimed after 18 hours may be turned over to the Medical Schools, or, after autopsy, buried in the Hospital Cemetery.

No body may be removed without the signature and the authority of the person removing it being placed in the mortuary book in the Clerk's office.

Permission for necropsies shall be in writing, signed by the proper authority, in the case of a claimed body; or by the Superintendent, or one of his assistants, if the body is unclaimed.

X-RAY DEPARTMENT.

The Radiologist or Radiologists shall be appointed by the Board, and salaries, if any, shall be fixed by them. The number shall be fixed from year to year, as seems advisable, by the Board of Administrators.

He shall have charge of the department, shall prepare plates, give treatments or make other examinations upon receipt of requests properly filled out, and signed by members of the Visiting Staff, and countersigned by the Superintendent.

No work in this department shall be done for any patient who is not properly admitted to some service of the Hospital, nor shall any private work be done in this department.

The X-ray and photographic work for the Hospital

shall be done in this department. He shall keep accurate records in such form as may be prescribed by the Board.

He shall be responsible for the care and preservation of the plates and shall keep a record when any plate is removed from the department, and see that such plates are returned.

He shall make requisitions for supplies to the Superintendent, and exercise all possible care of apparatus and supplies that no waste or breakage may occur.

GENERAL.

The Hospital shall be divided as follows for general administration, outside of the medical and surgical care of patients:

The Nursing Department, including Dietetics, in charge of the Directress of Nurses.

The Housekeeping Department, in charge of the Sister Superior, or one appointed by her.

The Engineer's Department, in charge of the Chief Engineer. This department shall include the grounds and all mechanical appliances other than those used in the care of patients.

The Pharmacy, in charge of the Chemist and Druggist.

The Superintendent shall, under the direction of the Board of Administrators and the committees from the Board, have supervision and direction in all departments.

Chiefs of all departments shall report to the Superintendent any matters of importance from their respective departments.

ENGINEER.

The Chief Engineer shall have charge of the mechanical equipment of the Hospital, including the electrical, plumbing, heating plant, sterilizers and other apparatus.

He shall have charge of the grounds and be responsible for their cleanliness, and shall see that all employees in his department are efficient in their duties.

He shall make requisitions for all supplies for his department and submit them to the Superintendent.

In case of fire, he shall take charge of the hose and fire extinguishers, and shall be responsible for the efficient condition of all such apparatus.

He shall daily visit all parts of the Hospital, and see that the heating and ventilating is properly cared for. He shall make no repairs of an unusual nature, or undertake new work without informing the Superintendent. He shall prepare reports and perform such duties as may be required by the Board or Superintendent.

CHEMIST AND DRUGGIST.

The Chemist and Druggist shall be responsible for the condition of the Pharmacy, and shall compound all medicine prescribed by the physicians and surgeons of the Hospital.

He shall deliver medicines and articles for the Hospital only upon signed orders. Medicines ordered for the wards shall be delivered to the wards, properly labeled and with directions for their use.

He shall inspect the medicine cabinets throughout the Hospital once each month, and shall see that all medicines and drugs which have suffered deterioration or damage are replaced by fresh supplies.

He shall keep under lock and key supplies of liquors and mineral waters. He shall make requisitions for all supplies that may be required in his department, and shall submit such requisitions to the Superintendent for approval. He shall keep a record of all supplies received, stating the price, quantity, from whom purchased, and when received. He shall examine all goods delivered to his department, and shall reject inferior articles.

He shall at once report to the Superintendent every instance of misappropriation, waste, or neglect of duty which shall come to his knowledge.

He shall perform such other duties as may be required by the Board and the Superintendent.

He shall not engage in any other business while employed by the Hospital, but shall devote his whole time to the duties of his office.

PATIENTS.

The Charity Hospital is a State institution and is open to the indigent sick who are residents of Louisiana.

All acute cases of sickness, except smallpox, plague and insanity, are eligible, as are patients suffering from accidents occurring in any part of the State.

Patients are received at any time of the day or night, but, except in cases of emergency, they will be expected to present themselves between 9 a. m. and 5 p. m.

The Hospital does not maintain private rooms or wards, nor receive payment for treatment in the House, or Out-Patient Department. Physicians, surgeons or employees shall not receive fees from any patient in any department of the Hospital.

Gifts or donations which patients wish to make to the Hospital will be gratefully received, a receipt given by the Treasurer, and such gift recorded.

Patients shall not leave the Hospital grounds without a pass signed by the Interns in charge of the ward, and countersigned in the Superintendent's office. Any such patient remaining beyond the time specified must explain in a satisfactory manner, or be considered as discharged.

Smoking or other use of tobacco within the walls of the Hospital buildings is forbidden, and breach of this rule shall be sufficient reason for the immediate discharge of the offender.

No patient shall spit upon the floor, wall or in any gallery or yard, but shall use receptacles for such purpose.

Patients shall not throw fruit peelings, papers, or any refuse in closets or in the ward or yard, but shall put them in trash cans or other receptacles.

At the discretion of the medical officers in charge, convalescent patients must render such assistance to the nurses in the wards as their condition permits.

Indecent language or disrespectful behavior to any Sister of Charity, Nurse or attendant will not be permitted.

Patients shall be in their wards during the visits of the Visiting Staff, and are not to leave the wards without the consent of the Sister or Nurse in charge.

VISITORS.

No person shall visit any part of the Hospital, except on business, without written permission from one of the members of the Board, the Superintendent, or his assistants, with the following exceptions:

- (a) Policemen in uniform.
- (b) Firemen in uniform.
- (c) Accredited reporters for the New Orleans newspapers.
- (d) Members of the State or City Government, and officers of the Sewerage and Water Board, Inspector of Plumbing, etc.
- (e) Clergymen of any denomination.

Visitors to patients will be allowed daily from 3 to 4, and on Tuesdays and Fridays from 6:30 to 7, in addition. Only two visitors for each patient will be allowed at any visiting period, except on Sunday, and they shall leave promptly at the end of each visiting period. Each patient shall have two visiting cards made out upon admission, and these cards are to be used by his or her relatives and friends as passes to visit the patient whose name is on the card, and no other.

No visitors shall be allowed to enter wards for contagious diseases without special permission from Superintendent's office, and they may be excluded from other wards or from certain patients upon advice of the Visiting Staff, with the approval of the Superintendent.

No visitor shall give any article of food or drink to any patient without permission from the Nurse in charge, who shall obtain directions from the Medical Staff as to the advisability of allowing same. No liquors of any kind shall be given to any patients by a visitor.

No visitor shall take any meal in the Hospital, or remain overnight on the grounds, without permission from the Superintendent, except in Sisters' House and Nurses' Home, which shall be under the control of the Sister Superior solely. When a patient is on the dangerous list, relatives will be admitted at any hour, but not more than two shall

go to the bedside at any time. At night relatives shall wait in the office, and not more than two will be allowed to enter the Hospital wards on the card.

THE HOUSEKEEPING DEPARTMENT.

The Housekeeping shall be under the direction of the Sister Superior of the Hospital, who shall have charge of all employees in the wards, kitchen, laundry and the janitors of the offices, dormitories and clinics. The elevator men shall be under the direction of the Chief Engineer as to the care of the elevators, but under the Sister Superior as to conduct.

She shall have charge of all the household property and supplies, and see that all are properly preserved and used.

She shall make frequent reports to the Superintendent as to the condition, and notify him of the needs and purchases made for her department.

She shall be responsible for the neatness and cleanliness of the wards, dining rooms, kitchen, and all parts of the Hospital under her charge.

With the advice and consent of the Superintendent, she shall hire and discharge all employees in her department, and shall see that the proper cards of employment or discharge are promptly sent to the Treasurer's office.

She shall cause the time sheets of all employees to be accurately kept, and in such form as may be determined by the Board.

ORDERLIES.

Orderlies shall be under the supervision of the Directress of Nurses. The hours of duty shall be, for day orderlies, from 7 a. m. to 7 p. m.; and for night orderlies, from 7 p. m. to 7 a. m.

They shall not leave the wards, if not relieved at the usual time, but wait until a substitute may be provided. While on duty they shall be under the direction of the Sister in charge of the ward, or, in her absence, of the Senior Nurse, whose directions they are to obey without question.

They shall lift and transfer patients, bathe male patients, care for urinals, bed pans, assist in dressing, clean

windows or furniture, or do any such work as may be required.

Orderlies shall not receive any gifts or fee without the consent of the Directress of Nurses and Superintendent.

THE NURSING DEPARTMENT.

The nursing of patients in the wards shall be under the charge of the Charity Hospital Training School for Nurses, and under the direct supervision of the Directress of Nurses, who shall be the Sister Superior of the Order of the Sisters of Charity assigned to this Hospital, subject to the following rules:

Nurses shall be under the direction of the Visiting Staff in all matters relating to the medical care of patients, and under the supervision of the Directress of Nurses in all other matters, both in the wards or at the Nurses' Home.

The hours of duty for Nurses by day shall be from 7 o'clock a. m. to 7 o'clock p. m.; and by night from 7 o'clock p. m. to 7 a. m.

Each day Nurse must be in her ward promptly at 7 o'clock in the morning. She must be neatly dressed in Hospital uniform, with her hair smoothly arranged. Her clothing and person must be kept scrupulously clean, and no jewelry is to be worn on duty.

The Assistant Nurses and Orderlies must regard themselves as subordinate to the Head Nurse or Sister of the ward, and obey her orders. No orders shall be received from patients.

Nurses must not appear in public places, nor go aboard street cars in their uniforms or parts of uniforms.

Nurses are not permitted to consult any of the Visiting or Resident Staff in case of illness. The School Physicians are appointed for this purpose.

Nurses will instruct their friends not to call on them, or telephone to them, except while off duty.

Nurses must observe proper decorum and civility toward patients, orderlies and one another.

Nurses, on the entrance of an officer or stranger into the ward, shall at once rise, if seated, and shall give all visitors prompt and courteous attention.

No strangers should be admitted to the wards without passes. The ordinary length of a visit is half an hour. This limit should not be exceeded except in special cases, at the discretion of the head nurse. All passes to wards expire at 7 o'clock p. m., unless a later hour is distinctly stated on the pass.

Meals must be punctually attended by the Nurses in turn; one Nurse, or some responsible person always remaining in the ward or within call.

The appropriation by any employee of any article of food or drink prescribed for, or sent to a patient, will be deemed an offense, justifying the dismissal of the person so offending.

When a patient enters a ward it shall be the duty of the Nurse in charge to make certain that the bed cards are correctly made out, and if not, notify the Admitting Office.

Any unfavorable condition taking place in a patient must be promptly reported, through the Head Nurse, to the Interne or House Officer.

All cases of eruption of the skin, or suspected contagious disease, are to be reported by the Head Nurse to the Interne or House Officer.

The affairs and condition of all patients are to be considered as strictly private.

The Nurse in charge will be held responsible for the whereabouts of the patients of the ward.

No legal papers shall be executed by the Nurses without the knowledge and approval of the Directress of Nurses.

Each Head Nurse will be held responsible for the good condition of her ward, including the dining room, closets and lavatory attached, and for the clean and serviceable condition of all utensils. Patients' meals shall be served under the supervision of the Head Nurse, who shall see that they are becomingly served without unnecessary waste. Dishes not belonging to the ward, and all surplus food, must be promptly returned to the kitchen.

All possible care and economy in the use of Hospital appliances and supplies must be observed. Breakages or accidents must be immediately reported to the Head Nurse. Broken or worn-out articles must not be destroyed. They should be taken to the Head Nurse and exchanged for new ones.

All supplies needed for the night must be procured by the day Nurse before going off duty. Borrowing supplies is prohibited.

Nurses are not to visit the Hospital when off duty; nor are they to visit any ward without permission.

The night Nurses will be in their rooms between the hours of 9 a. m. and 3 p. m., unless permission to the contrary is granted by the Directress of Nurses.

The doors leading from the wards to the lavatory passages must never be left open.

Screens must be used to avoid exposure of patient.

Loud talking across the wards or halls, or unnecessary noise of any kind is forbidden.

Nurses are cautioned against keeping valuables in their rooms. The office will place all such articles in the safe, if requested.

Special permission for late hours will be granted only once a week. Application for same must be made in the office of the Directress of Nurses.

Every Nurse or probationer will be held responsible for observance of all notices placed upon the bulletin board in the Nurses' Home.

On arriving in the ward, the Head Nurse shall receive from the Night Nurse an exact account of the state of the patients; then, with the assistance of the Pupil Nurse, she will proceed to arrange the wards and patients so as to be ready for inspection at 8 o'clock.

The Head Nurse of each ward shall have charge and responsibility in that ward. She will be held responsible for the proper ventilation and good condition of her ward, including dining room, kitchen, closets, bathroom and corridors attached, and for clean and serviceable condition of all

instruments and utensils under her care. She shall see that all patients are kindly, promptly and attentively cared for; that strict cleanliness is enforced in the case of each patient and in the ward itself; that each patient is thoroughly bathed or sponged as soon after entering the ward as the condition of the patient will allow, and that the patient is regularly bathed or sponged. All patients who, in the opinion of the attending physician or surgeon, are well enough, shall take their bath in the bathroom. Patients suffering from shock or severe injuries are bathed only by special orders. It shall be the duty of the Nurse to see that patients are properly protected from mosquitoes and flies.

Whenever the Head Nurse leaves her ward for meals or otherwise, she shall see that some sufficiently competent Nurse is left in charge. All absences for rest or recreation must be arranged with the Directress.

The Head Nurse shall accompany the House or Visiting Staff on their rounds in the wards.

In the absence of the Head Nurse, the Senior shall accompany the physician on his visit.

The Nurse should under no circumstances sit upon the patient's bed, nor should she permit anyone else to do so.

Nurses are forbidden to carry on any conversation with the House and Visiting Staffs, Internes, Students, patients, or among themselves, unless strictly professional. Violations of this rule will render Nurses liable to suspension or dismissal from the School.

Nurses are strictly forbidden to give any medicines, sleeping draughts or hypodermic injections without an order written in the order book.

The Nurse shall never interfere with the orders of the physician; in doubt or emergencies, she shall consult the Head Nurse. They are strictly forbidden to give any medicine without a written order. Except in serious emergencies, Nurses are not expected to carry out verbal orders regarding treatment. Nurses are required to notify the Head Nurse when it is found impossible to carry out orders.

Nurses are especially enjoined to use all possible precautions in handling medicines, and to leave no drug within reach of any patient.

Medicines must be taken in the presence of the Nurse. As far as possible, strongly poisonous drugs should be kept separate from other drugs.

When any food, drink, or fruit shall be supplied to patients by friends, it shall not be given to the patient except by approval of the Head Nurse.

Upon admission to the wards, patients must be informed by the Nurse in charge that valuables can be kept in wards only at the risk of the owner. The Hospital refuses to assume any responsibility for losses which may occur. All money or valuables belonging to the patient shall be taken at once to the office of the Directress, with whom they shall be deposited, and they shall list these articles in books provided for that purpose, and a receipt obtained for same, which receipt shall be delivered to the patient. In no case shall any valuables, money, etc., of patients be delivered to anyone other than the owner without an order from the Directress, and a receipt from the patient.

Discharge tickets must be ready for collection at 4 p. m.

When a patient is to be transferred from one ward to another, the ticket of admission and transfer order, after having been properly signed by a member of the House Staff, shall be sent to the Clerk's office, and after being properly entered, shall be sent, together with charts, pathological reports and other data pertaining to the patient, to the ward to which he is transferred.

Nurses are forbidden to use the printed blanks of the Hospital for any other purpose than that for which they were designed.

Hot water bottles must not be filled with water to a higher degree than 115 F. All such bottles must be carefully protected, and must never be left with unconscious patients without special permission.

HEAD NIGHT NURSE.

The Head Night Nurse shall be responsible for the care of all patients, and for the good conduct of Nurses and Orderlies at night.

She shall make complete rounds of entire Hospital at least twice every night, and oftener if needed. She shall see that all directions with regard to medicines, treatment, etc., are properly carried out, and observe the changes of conditions of the critically ill patients.

She shall investigate all cases reported to her by the ward Nurses, and use her discretion as to calling the Interne.

She shall see that the lights, other than night lamps, are turned out at 9 o'clock p. m.

She shall see that the report of the number of patients in the Hospital is correct, and transmit same to the Clerk's office.